Introduction to TrAMS
May 15, 2015

Robert Buckley
Acting Director, Office of Oversight and Program Management

Elizabeth "Parris" Orr
Community Planner

2015 Southeastern Regional Transit Conference

BUILDING LADDERS OF OPPORTUNITY

Through Transportation Networks

Georgia Tech | School of Civil and Environmental Engineering
College of Engineering

CUTR
CENTER FOR URBAN TRANSPORTATION RESEARCH

Overview

- Why the transition?
- Differences between TEAM and TrAMS
- TrAMS Application Process
- TrAMSitioning
- TrAMS Timeline

FTA
FEDERAL TRANSIT ADMINISTRATION

Why Transition?

Why Change Systems?

Management's Goals and Objectives:

- **Efficiency:** Streamline grant making and grant management processes.

- **Transparency & Accountability: Demonstrate how taxpayer dollars are awarded and disbursed and for what type of transit projects and services.**

- **Flexibility:** Make system modifications more quickly, easily and cost-effectively.

Getting to Accountability & Transparency

Currently awards and obligations are made based on the overall application and reimbursements are also drawn down at the application/award level.

With TEAM, FTA can only identify how many awards were made in a fiscal year, but cannot identify the detail of how many projects, or how much was spent on an individual project/activity within an award/grant.

FEDERAL TRANSIT ADMINISTRATION

Getting to Accountability & Transparency

Changes to grant making and TrAMS helps FTA respond to frequently asked questions:

1) How many Awards were made in a Fiscal Year and how many Projects were included

2) How much was allocated to a specific Project or how much has been allocated to a specific Project Scope, type such as, how much was allocated in FY 2015 for bus purchases

3) How much was reimbursed associated with a particular Project or Project Scope

FTA's ability to answer these questions helps us achieve greater accountability and transparency about how public funds are spent

Getting to Accountability & Transparency

- Funds in TrAMS will be obligated at the Project Scope Level; it is no longer at the application level

- Funds in TrAMS can be tracked at the Project Level and Project Scope Level

- TrAMS will allow you to obligate more than one fund source in a single application

FTA
FEDERAL TRANSIT ADMINISTRATION

What's Different about TrAMS

U.S. Department of Transportation
Federal Transit Administration

Major Differences

- System Architecture/Platform

- User Roles/Tasks

- Terminology/Numbering

- Fund Reservation Differences

FTA
FEDERAL TRANSIT ADMINISTRATION

System Architecture/Platform

- TrAMS is built using an "off the shelf platform" called Appian.

- The Appian platform is also being used for NTD reporting.

- The Appian platform is workflow based, meaning in most cases there is a sequence.

- How you work within TrAMS requires User Roles which give you certain privileges to complete certain actions or Tasks in the system.

System Architecture/Platform

- The System works on multiple browsers
  - Internet Explorer, Chrome, Firefox, Safari, etc…
- Works on any tablets and smart phones with internet capabilities, there is even a special App you can download
- Improves document management, larger files up to one GB vs. 6 MB in TEAM

≡ ⚙TEAM-Web Federal Transit Administration • U.S. DOT

v5.9.20

IMPORTANT TEAM USER NOTICES

GENERAL INFORMATION:

05/05/2015 NOTICE: DBE Reporting Requirements – June 1, 2015

The 2014 Disadvantaged Business Enterprise regulations require FTA recipients and transit vehicle manufacturers (TVMs) to use the new semi-annual Uniform Report (located at 49 CFR Part 26, Appendix B). The new report form is anticipated to be available in the TEAM Reporting Module by May 15, 2015. Recipients should not submit the June 1 report until the new form is available in TEAM.
TVMs should submit this report via e-mail following instructions on the TVM Web page:http://www.fta.dot.gov/civilrights/12891.html .

04/03/2015 NOTICE: TEAM v5.9.20 is now available. Please refer to the Release Notices hyperlink below for detailed information on the new release.

03/27/2015 NOTICE: TEAM v5.9.19 is now available. Please refer to the Release Notices hyperlink below for detailed information on the new release.

03/27/2015 Notice: The FTA8011 (Account Classification Code) 2015 (REV3) report information has been updated by Financial Systems. The FTA8011 report is located in the TEAM Reports section under FY2015. Click here to download it. If you have any questions or concerns, please contact the TEAM Help Desk at 888-443-5305 or by email at Team.HelpDesk@dot.gov.

03/17/2015 Notice: The FTA8011 (Account Classification Code) 2015 (REV2) report information

FEDERAL TRANSIT ADMINISTRATION

View of TrAMS

approver **BUTLERTRANSIT** ˅   *Appian*

U.S. Department of Transportation
Federal Transit Administration

Search news

All ▸
Updates
Participating
Starred ⭐

Click here to post…

approver BUTLERTRANSIT
The central part of the page (or screen) will populate menus and forms for you to complete work within TrAMS.
A moment ago ☆ 👤 Comment

approver BUTLERTRANSIT
The left side or sidebar navigation populates menus where you can view information about a record in a dashboard or take a related action on a record

The sidebar also populates criteria to help you filter information that populates to narrow down information, for example by fiscal year or status of an application
A moment ago ☆ 👤 Comment

approver BUTLERTRANSIT
There are 5 Navigation Tabs in TrAMS:
* News is your Landing Page
* Tasks are assigned when you must take an action, like completing your Quarterly Report
* Records include your organization information, applications/awards, user information etc
* Reports are static reports similar to TEAM
* Actions are used to take an action like create an application or search for records
4 minutes ago ☆ 👤 Comment

View of Records Tab

View of TrAMS – Actions Menu

| News | Tasks | Records | Reports | **Actions** |

U.S. Department of Transportation
Federal Transit Administration

All ▸
Starred ☆

Applications
TrAMS 1.0 ✕

⚡ **Create Application** ☆
Create a new application

⚡ **Create/Activate User Account** ☆
Create a new Grantee Account or Activate an account

⚡ **FFR and MPR Review** ☆
Federal Financial and Milestone Review Search

⚡ **Search Applications** ☆
Search and view existing applications

⚡ **Search Grantee Profile(s)** ☆
View profile information for grantee organizations

The Actions Tab will populate options based on the User Roles you have been assigned. Grantees may only see Create Application here.

FTA
FEDERAL TRANSIT ADMINISTRATION

User Roles/Tasks

- Role Assignment is based on actions you take in the system and Tasks you will be assigned

  Example: You will be assigned the User Role of Official if you have the responsibility to execute C&A's

- TrAMS is Action based and assigns Tasks to complete a process or Action in the system

  Example: The system will send a Task (via email) to the Official to take an Action when it is time to execute the C&A's.

TEAM to TrAMS Roles

	TEAM/Functions	TrAMS/Roles & Functions
New	N/A	User Manager
New	N/A	Developer
Same	Submit	Submitter
Same	Civil Rights/DBE Reporting	Civil Rights
Same	Execute	Official
Same	Certify as Official	Official
Same	Certify as Lawyer	Attorney
Same	Certify for Both	Requires Official & Attorney Roles
New	N/A	FFR Reporter
New	N/A	MPR Reporter

If you perform multiple functions, you can be assigned multiple roles. Some roles still require documentation, such as PINs for the Attorney and Official

FTA
FEDERAL TRANSIT ADMINISTRATION

TrAMS User Roles

- Users may be assigned multiple roles in your organization.

- Consultants may be assigned user roles to do work on behalf of your agency.

- The appropriate delegations of authority are still required for those who submit and/or execute grants or C&A's.

- There will be a read only User Role.

User Manager – a New Role

Grantees must identify an individual for their organization as the TrAMS User Manager to manage who in their organization has access to TrAMS and the appropriate User Roles.

- The User Manager gives agencies greater responsibility, without relying on the Local Security Manager (LSM) for actions like password reset; the User Manager can also add, modify, or delete most users without contacting the LSM, no more paper forms!

- User Roles that require a PIN, are submitted to the FTA Regional LSM via TrAMS electronically for concurrence.

FTA
FEDERAL TRANSIT ADMINISTRATION

Designating the User Manager

Designation Instructions:

- Put template Designation letter on agency letterhead

- Have GM/CEO sign it.

- Upload to TEAM to your recipient ID.

- Add the User Manager's contact information to TEAM.

- Update ALL of the contact information in your recipient screen

  - http://www.fta.dot.gov/16260_15774.html

FTA Roles You Should Know

- <u>Local Security Manager</u>: assists the Grantee's User Manager with system access requirements.

- <u>Pre Award Manager</u>: the person you traditionally work with as you develop your application; he/she will facilitate the review and approval process.

- <u>Post Award Manager</u>: generally the person you traditionally work with regarding reporting, budget revisions, amendments and close out amendments.

- In some cases, the Pre/Post Award Manager is the same person.

FTA

FEDERAL TRANSIT ADMINISTRATION

Terminology Differences

- Previously we referred to an Application or an Award by a "Project Number"; in TrAMS we identify an application or an award by its Federal Award Identification Number or FAIN. This terminology is consistent with OMB's new Super Circular.

- We now use "Project" to more closely align with the activities, services and goods to be funded and implemented.

- An application can have one or more projects

"Project" in TrAMS

A Project can be very **specific**:

- The Atlanta Streetcar Project
- The Blue Line Planning Study

A Project can be more **generic,** describing a set of goods and services:

- System-wide bus (or rail) capital public transit improvements
- FY 2015 Bus/Rail Capital Investments

TEAM Numbering Format

Project Number | CA-90-X001-01

Scopes | 111-00 | 117-00

Activity Line Items | Spare Parts 11.12.40 | 40 FT Bus 11.12.01 | 11-7A-00

FTA FEDERAL TRANSIT ADMINISTRATION
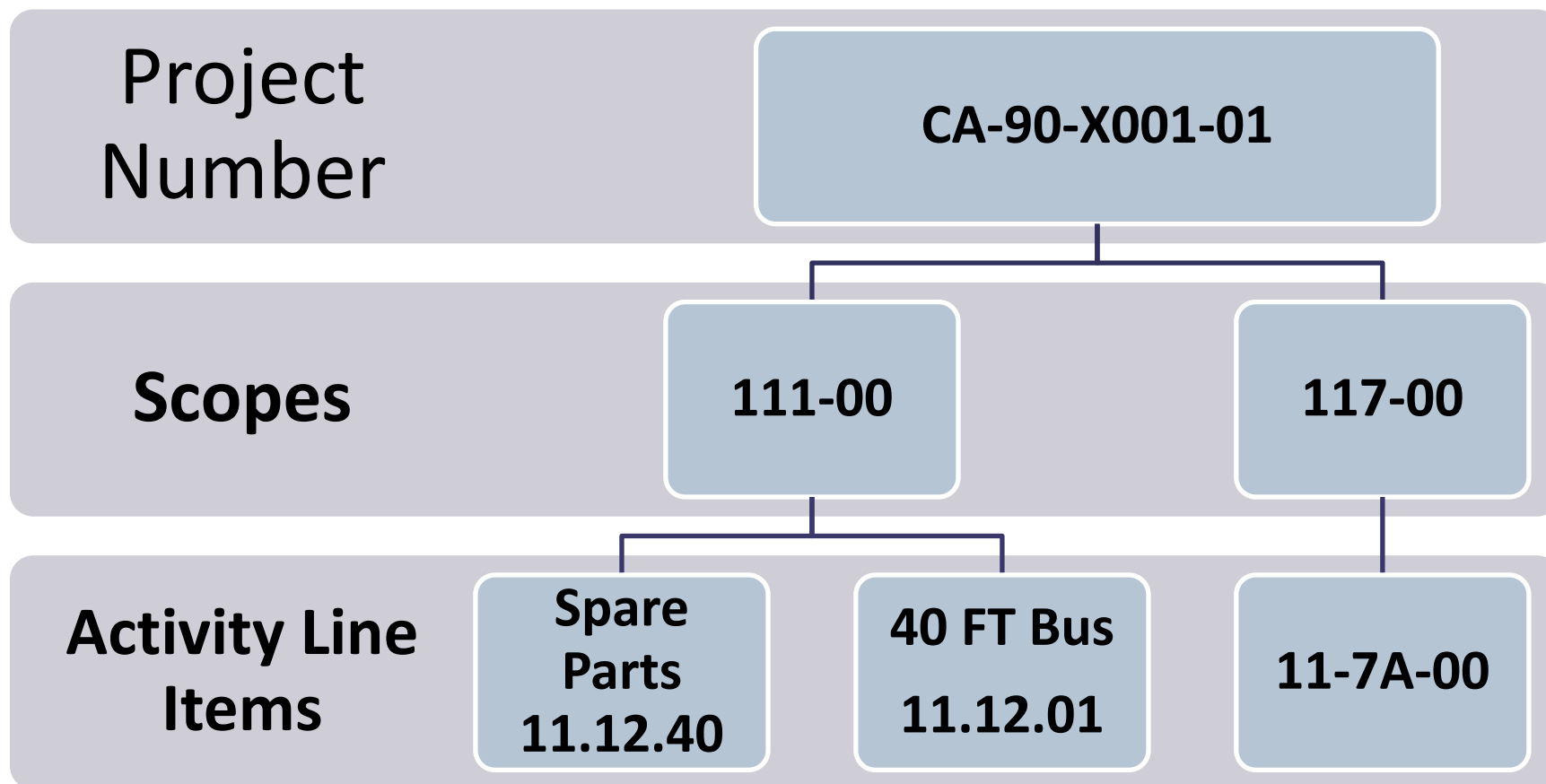
TrAMS Numbering Format

Application FAIN	CA-2015-001-00
Project Number	CA-2015-001-01-00
Project Scope	111-00 114-00
Activity Line Items	11.12.40 11.12.01 11.44.03

FTA
FEDERAL TRANSIT ADMINISTRATION

TrAMS Numbering Format - Explained

|	
Application FAIN	CA-2015-001-00
Project Number	CA-2015-001-01-00
Project Scope	111-00 114-00
Activity Line Items	11.12.40 11.12.01 11.44.03
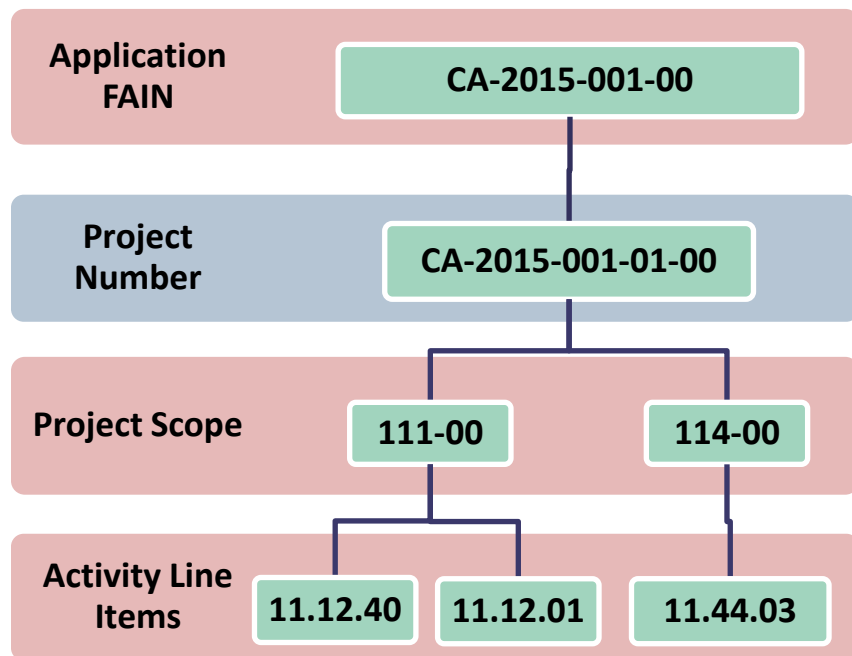
- The application is identified by the FAIN (State, FFY the FAIN is assigned, next application in sequence, and initial/amendment)

- The Project Number inherits the FAIN and is indicated by the first 01; then initial/amendment 00. The initial and amendment are always the last two digits.

- The Scopes and Activity Line Items (ALIs) will not change.

Fund Reservations

- Funds in TrAMS will be obligated at the Project Scope Level;
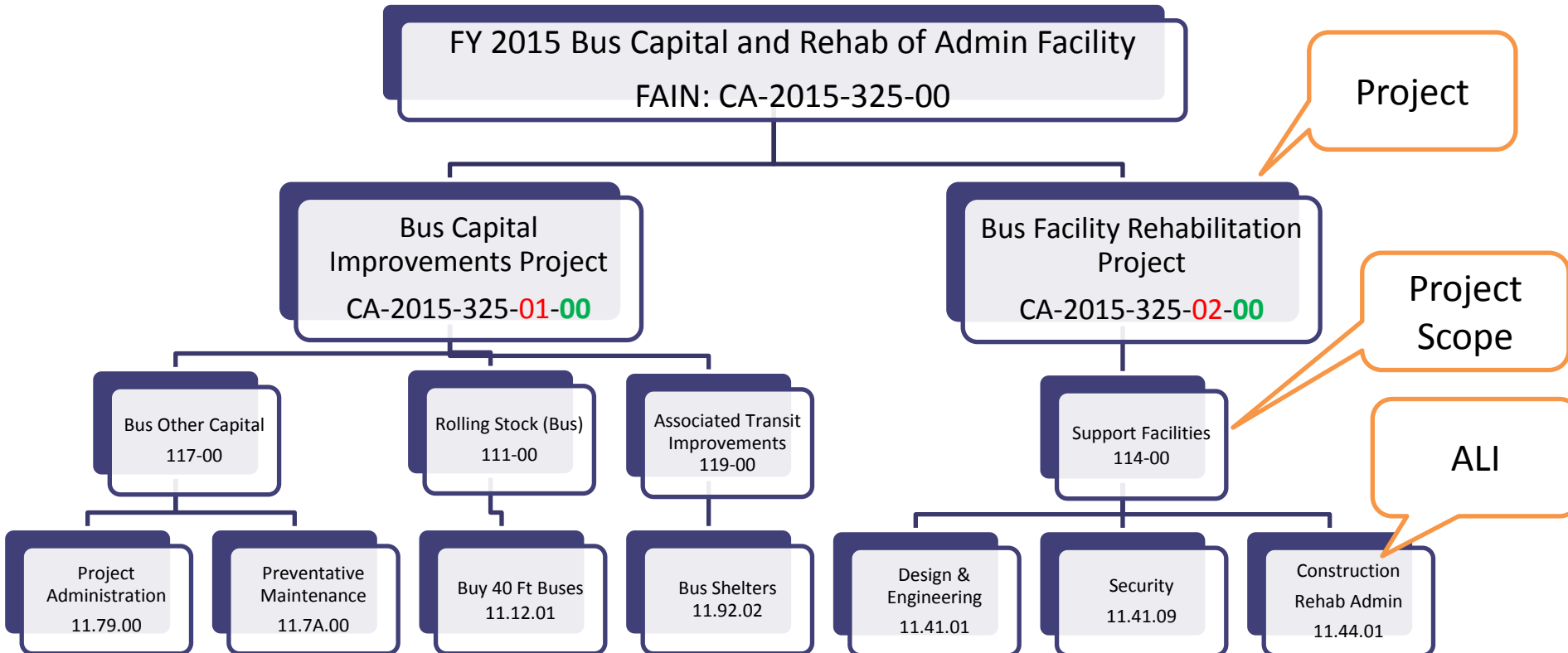
- TrAMS will allow you to obligate more than one fund source in a single application

What is a Super Grant?

- An application with more than one fund source

- Creating a Super Grant is <u>optional</u>

- Your FTA Regional Office must be consulted before using the Super Grant configuration

- Examples:
  - When multiple funding programs are being used to fund related activities such as a capital improvement project, a construction project or system-wide improvement project
  - When FHWA funds and 5307 funds the exact same Scope and ALI
  - Each Fund Source must be identified by its own Scope and ALI

TrAMS Applications

- TrAMS Application Must Have At Least:

  - ✓ One Project

  - ✓ One Scope (w/in a Project)

  - ✓ One Activity Line Item (w/in each Scope)

  - ✓ One Fund Source (overall for the application)

- The FTA Scope and ALI Tree remains the same

Grant Life Cycle – Application to Award

Develop Draft Application

Grantee Transmits Initial Application to FTA

FTA Initial concurrences and FAIN Assignment

Grantee Formally Submits Application to FTA

FTA Final Concurrences & Grant Award

(DOL/GNS)

Grantee Executes Grant Award Agreement
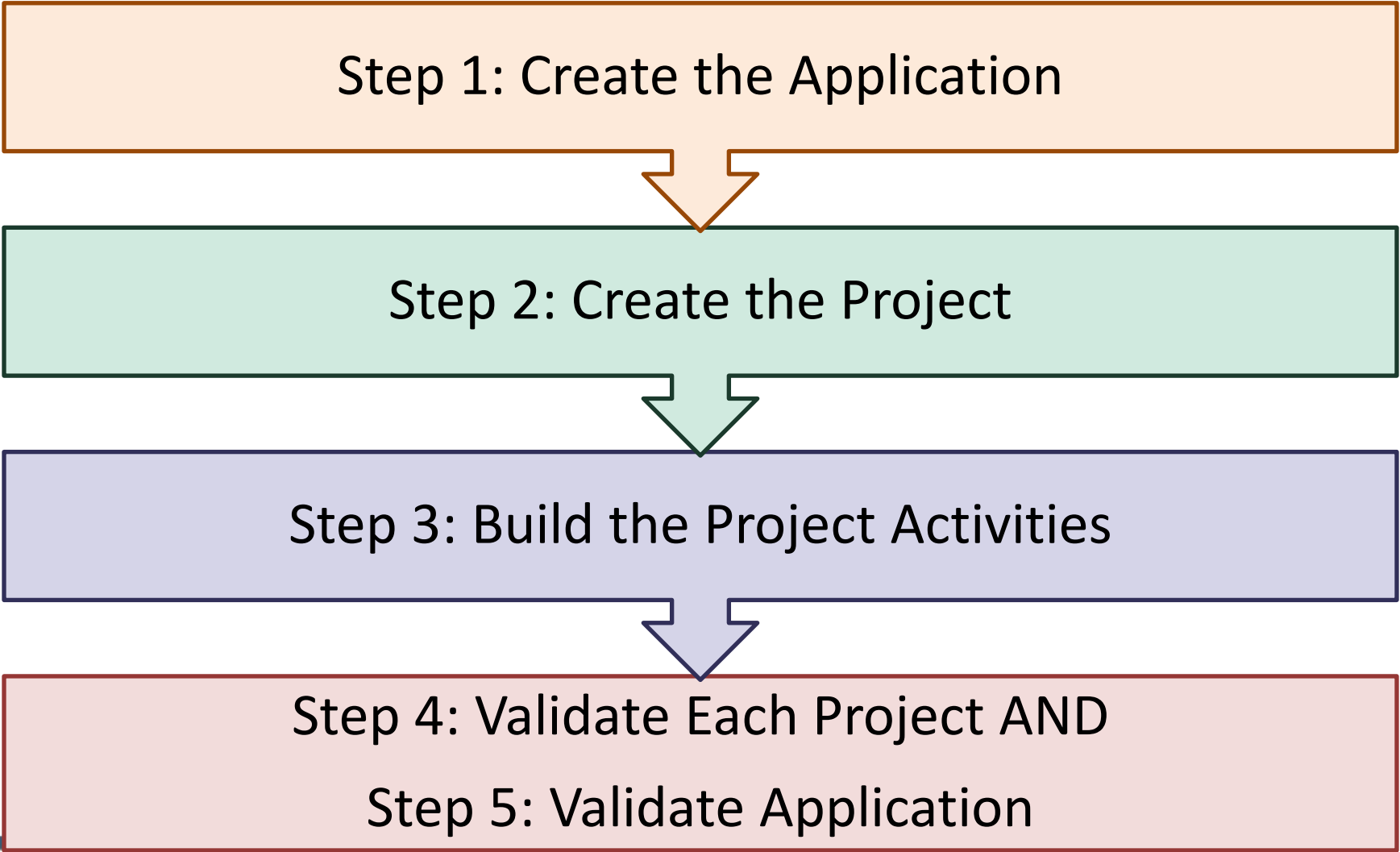
FTA
FEDERAL TRANSIT ADMINISTRATION
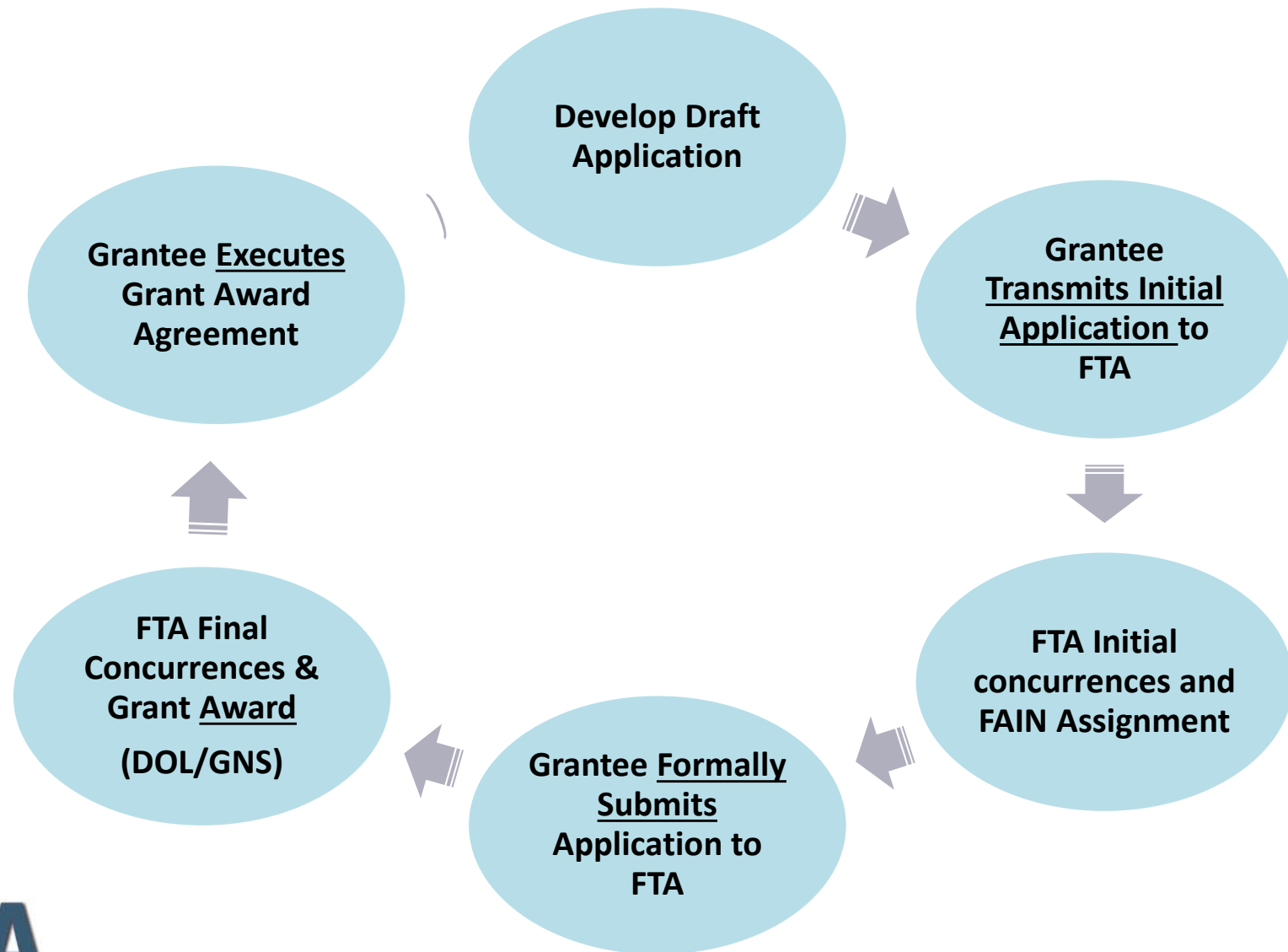
Working with FTA on Application Development

- **In Progress**: Both the applicant and FTA can view and edit the document.

- **Transmit** Initial Draft Application to FTA: Locked to the grantee, however FTA can edit and comments. At this point the FTA has two options:

  - If ready to go FTA can assign FAIN and notify the application it is ready for Formal Submission.
  - If edits and additions are still required, FTA can return the application to the grantee to edit and re-transmit.

Steps to Create an Application & Required Information
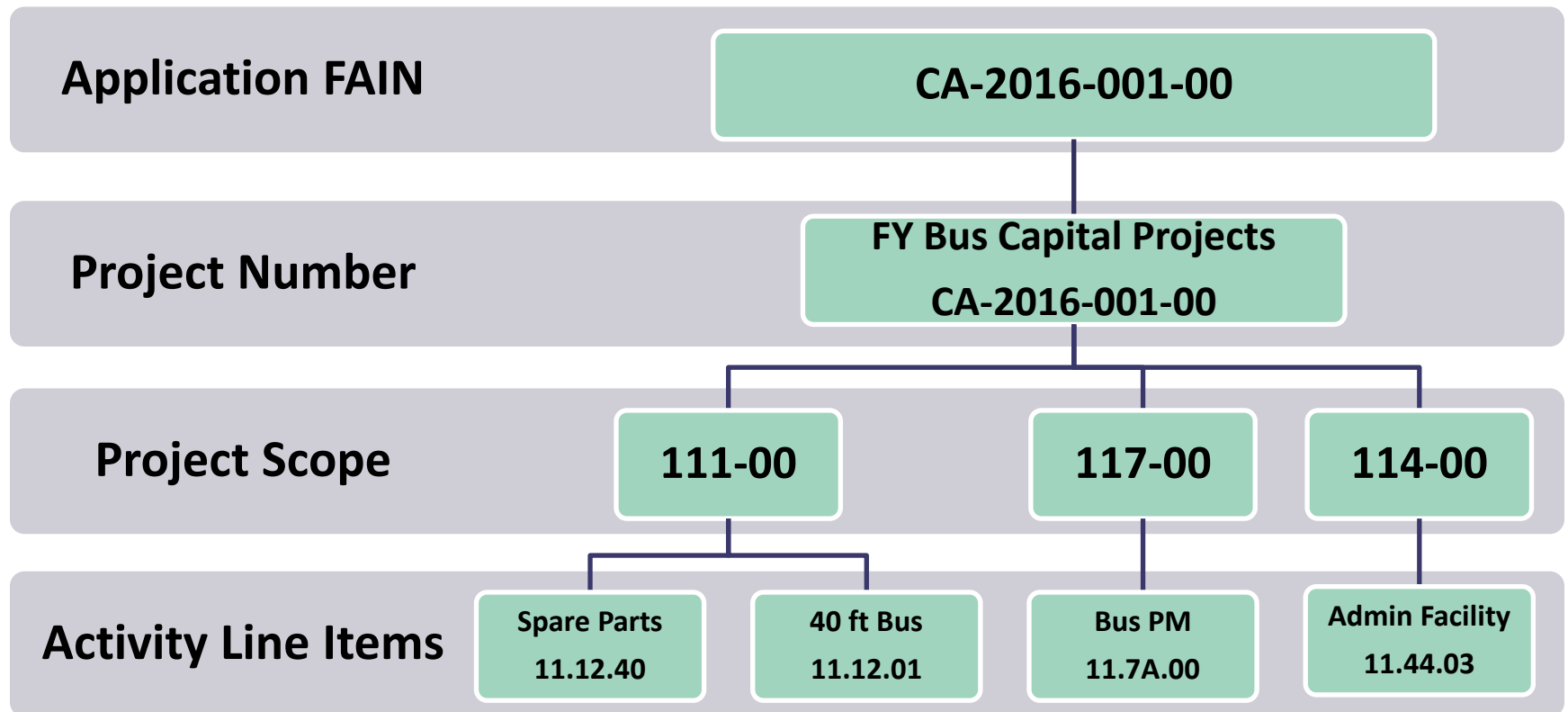
Step 1: Create the Application

Step 2: Create the Project

Step 3: Build the Project Activities

Step 4: Validate Each Project AND

Step 5: Validate Application

One Application One Project

Application FAIN	CA-2016-001-00
Project Number	**FY Bus Capital Projects** CA-2016-001-00
Project Scope	111-00 117-00 114-00
Activity Line Items	**Spare Parts** 11.12.40 **40 ft Bus** 11.12.01 **Bus PM** 11.7A.00 **Admin Facility** 11.44.03

One Application Two Projects

Application FAIN	CA-2016-001-00

	Bus Cap CA-2016-001-01-00	Admin Facility CA-2016-001-02-00
Project Number		

	111-00	117-00	114-00
Project Scope			

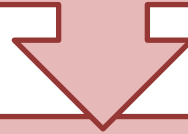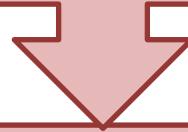|	11.12.40	11.12.01	11.7A.00	11.44.03
Activity Line Items				

35
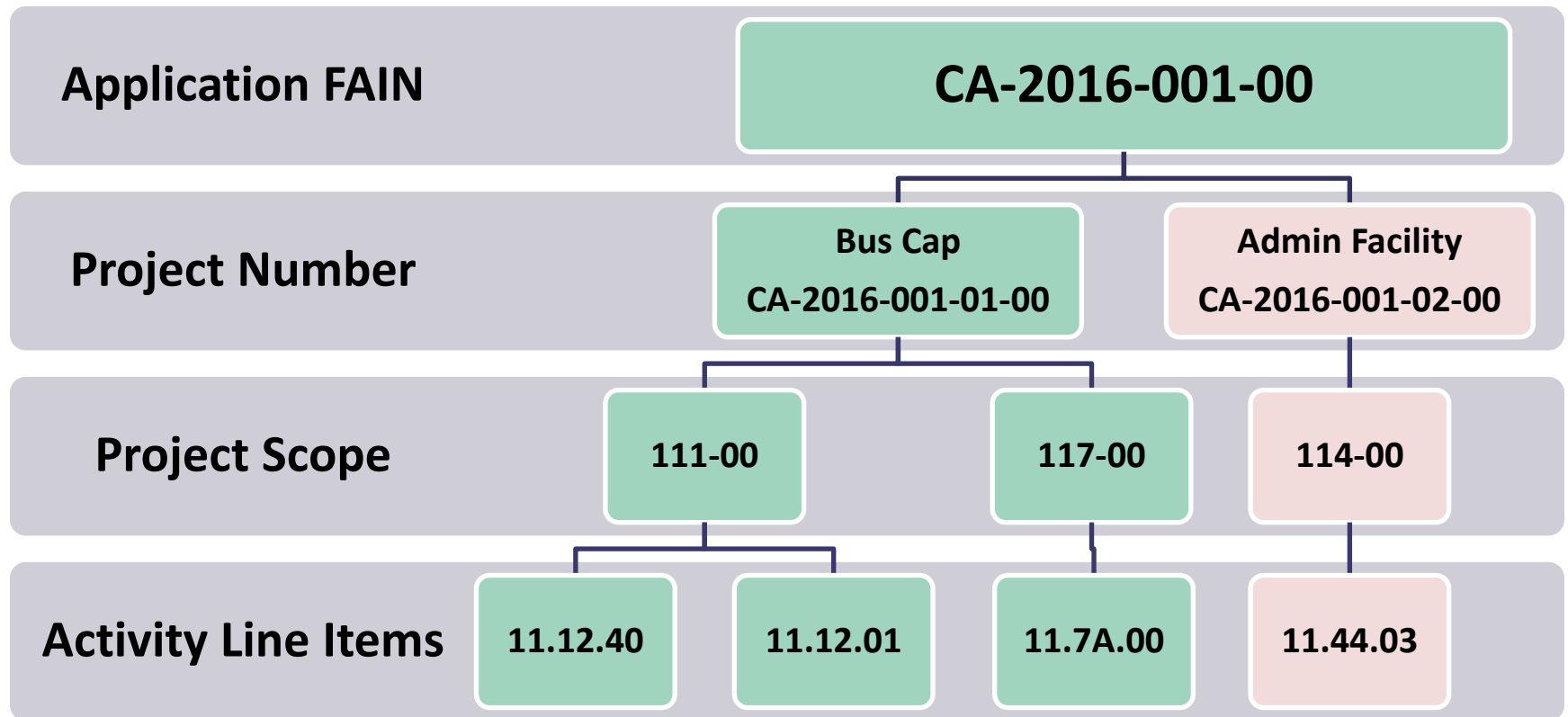
3 Levels of Narrative

Application Level

Executive Summary – The Overview

Project Level Narrative

Describes the Project and its Related Activities

Individual Project Scope/Activity Line Items Detailed Narrative
Describes the Extended Activity Description

Basic Application Information

Application Information

- Application Name
- Application Executive Summary
- Pre Award Authority
- State Review Required
- Federal Debt
- Point of Contact

FTA
FEDERAL TRANSIT ADMINISTRATION

Basic Project Information

Project Information

- Project Name
- Project Description/ Narrative
- Project Location
- Project Benefits
- Planning Requirements (STIP/UPWP/LRP)

FTA
FEDERAL TRANSIT ADMINISTRATION

Basic Project Scope/ALI Information

Project Scope Information

- Activity Line Items & Detailed Narrative
- Federal and Non-Federal Amounts,
- FTA Fund Program(s),
- Quantity,
- Milestones
- Environmental Finding(s)

FTA

Transitioning from TEAM to TrAMS

U.S. Department of Transportation
Federal Transit Administration

TrAMSitioning TEAM Information

- All Closed and **<u>Active</u>** Grant Awards (and Cooperative Agreements) will be migrated to TrAMS.
  - Active = Awarded **<u>AND</u>** Executed
- All Attachments in TEAM will be migrated to TrAMS.
- TEAM grant agreements will keep the **same** Grant identification number in TrAMS. This is traditionally referred to as the Project Number with the Format PA-90-X001-00.
- TEAM grant agreements will be "flagged" so ECHO recognizes them for drawdowns. ECHO is being reconfigured to recognize the differences between TEAM and TrAMS grants.

FTA

F E D E R A L   T R A N S I T   A D M I N I S T R A T I O N

What can you do with TEAM Grants in TrAMS?

- Close out a TEAM Grant in TrAMS? YES!

- Administrative Amendments? YES!

- Budget Revisions? YES!

- Amendments to add new Funds? Maybe…
  - Will be limited and requires Regional coordination <u>before</u> an Amendment is initiated.

TrAMSitioning Access Rights

- Active TEAM users do not need to sign up to use TrAMS. All active TEAM users will be migrated and you will have access once TrAMS is deployed.

- User Log-in will be your business email

  Jane.Doe@CoolTransit.Gov

- TEAM roles or function will be cross-walked to the new TrAMS User Role Categories; they can be updated if needed after deployment.

FEDERAL TRANSIT ADMINISTRATION

TrAMS Timeline

Timeline

- TEAM is open for grant making, business as usual for the remainder of FY 2015.

- FTA closes TEAM at the end of each fiscal year to conduct year end close out.

  - FTA will use this time to finalize financial actions and migrate information from TEAM to TrAMS.

  - This timeframe may be longer than in previous years to support the transition.

- TrAMS will be active for FFY 2016.

Regional Grant Deadlines

FY 15 FTA Region IV Important Grant Deadlines	
Date	Action
01 May 2015	Region IV grant deadline for all draft grants to be <u>entered</u> in TEAM and under FTA to review. ● Following grantee ensuring that the draft application has been entered <u>accurately and completely</u>, please notify the FTA community planner to review the application.
May - June, 2015	Reviewing and processing of all grant applications to include lapsing, current year and non-lapsing applications; discretionary grants.
30 June 2015	Region IV deadline for ALL lapsing, current year and non-lapsing. ● DOL can take up to 30-60 days. ● Following DOL certification, discretionary grants will be sent for Congressional Release.
22 September 2015	● Anticipated TEAM system closing.

FTA
FEDERAL TRANSIT ADMINISTRATION

Next Steps

- Things your agency can do

  1. Review your Points of Contact Information in TEAM and update as necessary.

  2. Review your Agency Information on System for Award Management (SAM), Update Information if needed, and keep it Active.

  3. Identify a User Manager(s).

  4. Ensure any pending actions (amendments/budget revisions) are either completed or deleted.

Upcoming Training

- FTA is working to develop videos or "how to use" TrAMS, in the system.

  - There will be individual modules, and focus on the areas you use most. (e.g. How to create an application or complete an FFR).

- FTA's Budget Office will provide training on ECHO.

Where to get information

FTA's TrAMS page has draft guidance and FAQs
Also Sign up for Alerts to stay current

www.fta.dot.gov/TrAMS

Don't Forget the Survey!

Please remember to complete the survey for this session by visiting the Guidebook App or

http://goo.gl/forms/hhOzdnpmKK

➢ Choose "Fri., 8:00 a.m. - TrAMS" from the dropdown list

Special Thanks to Our Vendors & Sponsors!
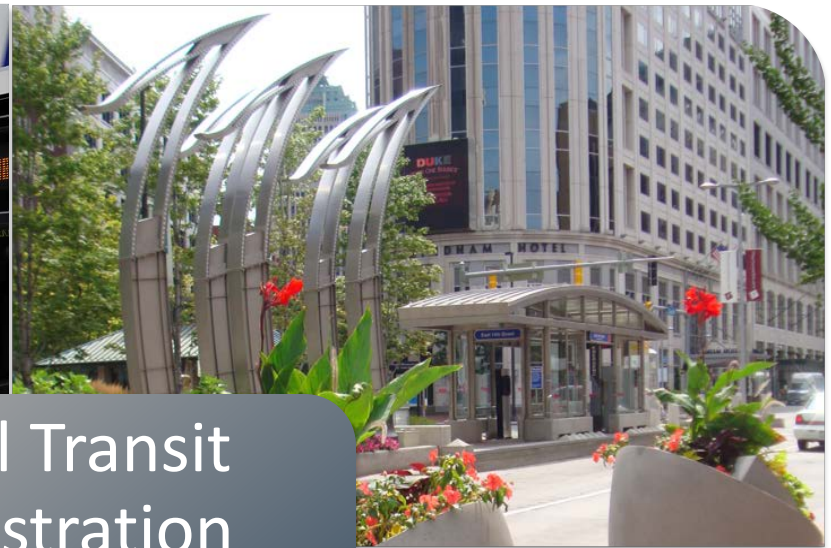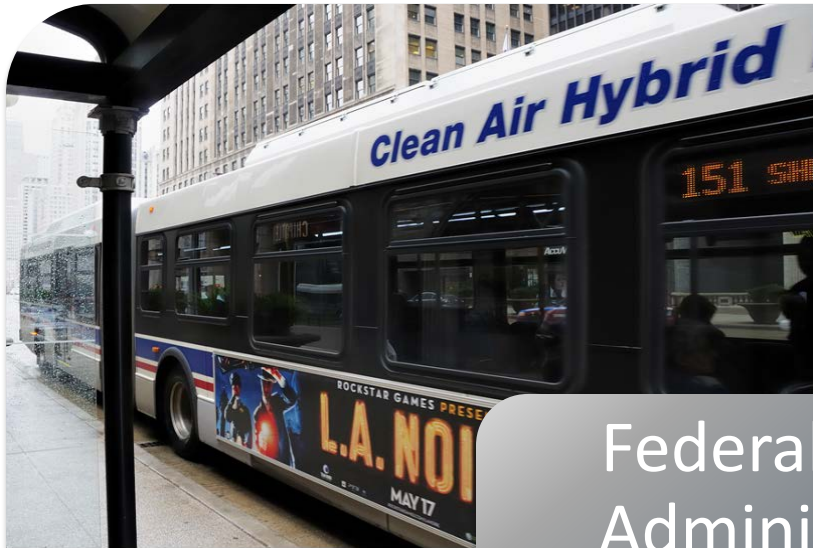
Federal Transit Administration

www.fta.dot.gov

FTA
FEDERAL TRANSIT ADMINISTRATION